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## OFFICE MEMORANDUM

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**DATE:** June 19, 2000

**TO:** Region Engineers  
Region Associate Delivery Engineers  
Region Construction Engineers  
Resident/Project Engineers/TSC Managers

**FROM:** C. Thomas Maki  
Chief Operations Officer

Gary D. Taylor  
Chief Engineer/Deputy Director  
Bureau of Highway Technical Services

**SUBJECT:** Bureau of Highway Instructional Memorandum 2000- 15  
Construction Management Process for Construction Work Performed at *Non-Trunkline*  
Railroad Grade Crossings

The purpose of this memo is to advise department staff of a new construction management process for work performed at *non-trunkline* railroad grade crossings. The new process reduces the involvement of the Region or TSC.

### **Past Practice**

After receiving of a copy of the railroad authorization letter, the Region or TSC scheduled a preconstruction meeting and notified the authorizing division and the railroad company of the meeting. The Region or TSC assigned a project manager who performed periodic inspections of the work, prepared project documentation, and notified the authorizing division of any field changes deemed necessary. The authorizing division processed the contract modification, *Recommendation and Authorization for Changes in Contract (Form 1100)* and forwarded a copy to the project manager.

The Region Engineer submitted a *Construction Inspection/Acceptance and Certification Report (Form 1120)* to the authorizing division upon project completion and approval. The authorizing division received progress and final billings for railroad work, prepared pay estimates, and sent copies to the project manager for information and review. The project manager determined whether the charges reasonably compared to the work completed. The authorizing division made payments and handled the audit and close-out processes.

### **New Procedure**

The Freight Services and Safety Division (FS&SD) notifies the Region or TSC of an upcoming *non-trunkline* railroad grade crossing project.

The Region or TSC is responsible to review the project for coordination with planned road projects and related detours, conduct an on-site review to discover and address any utility conflicts, and set up and chair the preconstruction meeting.

After the preconstruction meeting, the FS&SD assumes project management responsibilities. Specifically, the FS&SD conducts interim and final inspections, and processes both progress and final billings. The FS&SD also has final acceptance authority. When the project is completed, the FS&SD sends the Region or TSC a copy of the *Final Inspection/Acceptance and Certification Report (Form 1120)*, handles the audit and closes out the project.

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Chief Operations Officer

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Chief Engineer/Deputy Director

BOHOP:BAY:UPTRAN

Index: Railroads

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